VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

_	TITLE OF POSITION: Human Resources Administrator	CLASSIFICATION CODE:	02597900
Description of Position	SALARY RANGE: 141A \$72358 - \$84018	REFERENCE POSITION NO.:	2445-10100-
	Department or Agency Name Administration	APPLICATION PERIOD:	5/21/2006-6/2/2006
	Division/Section/Unit Division of Human Resour		0/2 1/2000 0/2/2000
	Assignment(s) / Comments Public Safety Service Cen		
	Shift and Days: 1st (Monday-Friday)		Capitol Hill, Providence, RI
	Restrictions/Limitations: n/a	One control one	papitor riiii, r rovidence, rti
흕	Position Covered By Collective Bargaining Union Agreement	Yes	No x
SC	Name of Bargaining Unit Union:	103	
å		See A/D a	Dath for Creation Instructions
	There is is notx_ a Civil Service List for this position * NOTE: If there is a list, only laterals (ampleyees with the same)		or Both for Specific Instructions
	* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
	INSTRUCTIONS:		
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now		
	and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on the application or within a cover letter, both the File Position Title and Number.		
General Information to Candidate	Most Important - Please include the following information:		
	The title of the position for which you are applying	Name of department where you are currently	r employed
	Title of your present position and date you entered it	 Your business telephone number 	
	Date you entered State service	 Present Union Affiliations 	
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.		
Ę	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:		
E I	If indicated above that no civil service list exists for this position, you		
ō	requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualification an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions of application form, you may delay consideration of your application.		
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<u> </u>	C. AMERICANS WITH DISABILITIES ACT (ADA) PROV	PIONS	
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	Reasonable Accommodations:		
	If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
	•	led for therefore the position.	
	Medical Information:	100	
	Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with Rules/Regulations of the Americans with Disabilities Act (ADA).		nade in accordance with the
(A)	DUTIES / RESPONSIBILITIES:		
ë		and controlling a comprehensive	e human resources program within
nt of Duties	Overall responsibility for planning, coordinating, directing and controlling a comprehensive human resources program within the Public Safety Service Center including personnel administration, labor contract administration, affirmative action,		
of I	employee benefits, workers' compensation, training and development, payroll services and employee assistance and		
Ť	counseling functions. This position will serve as a liaison between the Department of Administration and the department divisions serviced by this Center which includes the Department of Corrections.		
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Le le	divisions serviced by this center which includes the Department of Confections.		
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	EDUCATION / EXPERIENCE / SPECIAL REQUIRE	MENTS:	
త	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)		
6	Education: Such as may have been gained through: possession of a Bachelor's degree with specialization in Human		
Minimum Education & Experience	Resources Management, Public Administration, Business Administration, or related program; and		
	Experience: Such as may have been gained through: considerable employment demonstrating progressive growth in the		
	aforementioned areas, which must include labor relations. Or , any combination of education and experience that shall be		
ΕĞ	substantially equivalent to the above education and experience.		
§ 0	Substantially equivalent to the above education and experience.		
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Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14		
	application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:		
	Lisa Middleton	Telephone #: (401) 222-	2535
	Office of Personnel Administration	Fax #: (401) 222-	
	One Capitol Hill	TTY/TDD #: 711	
	Providence, RI 02908	(Telecommunication Device for the	
		e-mail address <u>Imiddleton</u>	@hr.ri.gov.